



APPLYING FOR A JOB WITH FAIRFAX COUNTY

How can I find out about job openings?

There are many ways to learn about job openings with Fairfax County:

Online: Job openings are available on the county's Web site at www.fairfaxcounty.gov/jobs. CRiS kiosks or computers for browsing the Web site are located at most Fairfax County Public Libraries and at the county's government centers.

By Email: On the Web site (www.fairfaxcounty.gov/jobs) you can sign-up for our free e-mail subscription. After you subscribe, each week we will e-mail you a link to all available jobs.

By Phone: Jobs are announced on the 24-hour JobLine at 703-324-JOBS. The hearing impaired may call TTY 703-222-7314.

On Television: Cable Channel 16 in Fairfax County provides regularly scheduled job listings.

In Print: The Job News bulletin, which is available at Fairfax County Public libraries, provides general employment information and a list of current vacancies with the job number, title, salary range and closing date.

In Person: Visit our Application Center at HR Central, where staff can assist you in viewing current job openings and/or applying for jobs. HR Central is located in the Government Center at 12000 Government Center Parkway, Suite 270, Fairfax, VA. Call 703-222-5872 for more information (TTY 703-222-7314).

I found a job! How do I apply for it?

Fairfax County uses an online application process called AIMS (Applicant Information Management System) at www.fairfaxcounty.gov/AIMS for nearly all positions. On your first visit to AIMS, you will need to establish an account. You will be asked to create a User ID and password, along with a reminder question to help you if you forget your password, as shown below:

AIMS - Resume Builder

you are here: [department of human resources](#) > [AIMS - Resume Builder](#) > create account [login](#)

Please provide the information below to complete the registration process.

Fields marked with an * are required.

Select a userid for this system. It is recommended that you use your email address or something that you can easily remember. If you need to establish an email account, there are several free email services available on the Internet. You can go to any search engine and type "free email" to get a listing of the websites that provide this service.

If you cannot remember your userid, you will not be able to access this system in the future.

User ID: *

Re-enter your User ID: *

Now, select a password. Your password should be easy for you to remember. It must be at least 6 characters in length and can include numbers and letters. Special characters will not be accepted by the system. If your password does not meet the requirements, you will be prompted to re-enter an appropriate password.

Password: *

Re-enter Password: *

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To complete your account, click on **My Resume** and enter some basic information about yourself as shown below:

AIMS - Resume Builder

you are here: [department of human resources](#) > [AIMS - Resume Builder](#) > [my resume](#) > personal profile

Please fill in your personal information below. We will use this information to contact you if you are selected to be interviewed for a job opening, so be as complete as possible.

The contact information that you are entering below will appear at the top of your resume.

For more information on how we use this information, please see our [privacy policy](#).

Fields marked with an * are required.

First Name: *

Middle Initial:

Last Name: *

Title (PhD, MD, etc.):

Street Address: *

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Now AIMS will ask you which kind of resume you would like to create:

AIMS - Resume Builder

you are here: [department of human resources](#) > [AIMS - Resume Builder](#) > my resume

Which kind of resume would you like to create?

Use the structured resume builder to create a properly formatted resume. Using this option will ensure that your resume is in the ideal format for analysis by our resume screening system. The resume builder is ideal for those who may not already have a resume available. It will take you step-by-step through the resume building process.

[Use Resume Builder](#)

If you have an existing resume you can copy and paste it. Please note that any special formatting such as bullets, bolding, underlines, etc., will automatically be removed when you use this option. In addition, Microsoft "smart-tags" are also removed. This could affect apostrophes and quotation marks. Please review your final resume carefully before submitting it. Click [here](#) for recommendations on Fairfax County's preferred resume format.

[Paste Your Resume](#)

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We recommend that you **Use Resume Builder** to create your resume by typing text into fields. The Resume Builder provides the best format; and it is a great way to make sure that all information about your qualifications is recorded, because it helps you to enter information about your education, employment history, summary of qualifications, and additional notes about certifications, licenses, and awards, in a very organized manner.

If you already have a resume saved on a disk, you can **Paste Your Resume** into AIMS, but these results are not always as satisfactory. If you use this cut-and-paste process, we recommend that you print and review your pasted resume.

After your AIMS account is established, applying for jobs is simple. When you find a job that you are interested in and for which you believe you are qualified, click on **Apply For This Job Now** to open the application screen:

AIMS - Resume Builder

you are here: [department of human resources](#) > [AIMS - Resume Builder](#)

If this is your first time submitting a resume via AIMS, please [register](#) first and submit a properly formatted resume. You will be able to apply once you have completed your resume.

The section below allows you to select the positions for which you wish to be considered. You must include a response for the question "Where did you initially hear about this job?" for each job number entered. Failure to provide a response will generate an error message and you will not be allowed to continue until you provide a response for each entry.

Fields marked with an * are required.

Job Numbers

Enter job numbers as "99-9999".

* 05-2500

Where did you initially hear about this job?

* (select)

(select)

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Log back into your AIMS account, fill in a couple of fields, and you're done with the application process. Or, you can make a note of the job number for which you want to apply, log into your AIMS account, click "**Quick Apply**" and enter the job number.

Can I get help with using the computer to apply for jobs?

Applicants who need assistance with the AIMS online application process are welcome to come to the Application Center at HR Central where staff will be happy to work with you to establish an account and get your resume into the system. HR Central is located in the Government Center at 12000 Government Center Parkway, Suite 270, Fairfax, VA, and is open Monday through Friday, 8:00 a.m. to 4:30 p.m. Or call 703-222-5872 for more information.

How much time do I have to apply?

Jobs are usually advertised for a two-week period. Check the application deadline for the job you are interested in, and make sure to apply prior to midnight of the advertised closing date. Using the online AIMS process, you can log in and apply any time of the day or night, at your convenience. Some positions may require you to send your resume by mail or email, or to complete an application form. Be sure to check the "**How to Apply**" section for each job.

How do I know if I am qualified for this job?

The minimum and preferred qualifications are listed in the job announcement on our Web site. Your resume will be carefully reviewed, along with any other materials required by the job announcement, to determine whether you meet these qualifications. Persons who do not precisely meet the education and experience requirements stated in the job announcement may still qualify for the job by substituting education or experience on a year-for-year basis. Relevant volunteer experience (with dates provided) will be considered to be the equivalent of paid experience in meeting the education and experience requirements. Therefore, it is very important that everything about your qualifications—your education, experience (paid and volunteer), licenses, certificates and special skills be included on your resume. If all the information is not provided, you may be considered unqualified, or less qualified than other applicants.

How do I know what's happening with my application?

It usually takes about four weeks after a job advertisement has closed for the initial screening process to be completed. During that time, you can visit your AIMS account and click "My Status" to check the status of your

The screenshot shows the 'AIMS - Resume Builder' interface. At the top, a breadcrumb trail reads: 'you are here: department of human resources > AIMS - Resume Builder > my job applications > my status'. Below this, a text block explains that users can click on job status (Received, Filled, etc.) for more details or on the job number to view the full announcement. A table displays the user's application history:

Job #	Status	Date
04-1634	Received	05/16/2005
04-9024	Forwarded	07/13/2004
04-9014	Not Forwarded	05/12/2004

On the left side, there is a sidebar with the 'Fairfax County AIMS Applicant Information Management System' logo and a 'Sections' menu containing links for 'General Information', 'How to Apply', 'Current Job Openings (Regular)', and 'Return to main menu'.

resume. You will see a screen that looks something like this:

The meaning of the status messages you may see is as follows:

Received: Your resume has been added to the applicant pool for this job, and will remain in this status until a review takes place.

Under Review: The resume review process is underway.

Forwarded: Your resume has been determined to be among the most qualified for this job from among those submitted, and has been forwarded to the hiring agency for further consideration. You will be contacted directly by the agency if they decide to interview you for the position.

Not Forwarded: Although you may meet the minimum qualifications for the job, your resume was not in the 'most qualified' group.

Filled: The selection process has been completed and the position is filled.

If I apply for the same job multiple times, will it increase my chances of getting an interview?

No, it will not. After the advertised closing date for a position, the most recent resume submitted from each applicant is evaluated. Any redundant, previously sent resume submissions are disregarded after the job's closing date.

Rather than applying multiple times for the same job because you are unsure whether your submission was received, check your status on-line using the "**My Status**" feature described above. You will see a list of the jobs that you applied for; if the position number appears in your list, your submission has already been received and will be considered.

What happens when the resumes are reviewed?

An Employment Analyst carefully reviews the resumes and the most highly qualified applicants are placed on a 'certification list.' Remember that, although you meet the qualifications, you may not be on the certification list due to the number and/or competitiveness of resumes received. The hiring agency decides which of the certified applicants will be interviewed for the position. Only a majority of certified applicants are required to be interviewed.

If I am disabled, how can I receive assistance during the selection process?

Applicants with disabilities may request reasonable accommodation during the selection process. This may include submitting a resume in an alternate format, requesting a qualified interpreter or reader to take an oral or written examination, or other reasonable accommodation at the mutual agreement of the Department of Human Resources or appointing agency and the applicant. To make a request for reasonable accommodation, call (703) 222-5872 or (703) 222-7314 (TTY).

What should I expect if called for an interview?

If you are called for an interview, you have made it to the next step! The interview may be conducted as either personal or by panel, in which several people representing the hiring agency are present. When contacted, be sure to ask which type of interview to expect, when and where it will take place, and to whom you should report.

During the interview, do not hesitate to ask questions if the interviewer does not cover all the information you want to know about the job. You may want to ask about opportunities for professional growth and promotion, training provided, when a final selection is expected to be made and anything else that concerns you. Remember, the interview is the time for you to show the agency that you are the best person for the job, and by showing interest in what they have to offer, you will increase their interest in you.

Some jobs may also include one or more of the following: written test, oral exam, performance test and/or assessment center. In these instances, you will be notified regarding when and where to report.

After the interviews have been completed, the best candidate will be contacted and offered the position. All interviewed applicants will be notified of the final outcome of the selection process.

What happens if I am selected?

Congratulations—you got the job! When you are notified of the selection, confirm when and where you will start and to whom you should report. You should also ask about what documentation to bring so that your information can be entered into the payroll system. Some positions require a criminal background check or a credit history check; the hiring agency will inform you if this is the case. Also, some positions require you to pass a medical examination prior to starting work. Fairfax County provides this examination at no expense to the selectee, unless supporting documentation is required from a private physician.

What if I am not chosen?

Fairfax County's objective is to hire the best person for the job, therefore, vacancies are competitive. (In some cases, hundreds of qualified people have applied for the same position.) If you are not successful in getting a job right away, try not to feel discouraged. Continue to check our job openings for other jobs that interest you, and apply if you feel you are qualified.